

## **The institutional perspective/strategic plan is effectively deployed**

The strategic plan of the college reflects the college's ambition through the progressive or developmental plans.

### **Academic - Research**

Mobilization of inter-disciplinary research initiatives and collaborations to be on process. Employment of plagiarism software to develop ethics in research. Students are encouraged to involve themselves in community based research and work on IPR and patents. We are on the war foot of research to increase the productivity by research mentoring and professional development.

International conference on Malaysia in collaboration with Scott Christian College provoked the research minds to attend and present their research work followed by an international conference at Dubai in collaboration with Curtin University was a successful platform for the research scholars and faculty members. Motivation makes the students and staff members to apply for project grants.

### **Plan No.2**

#### **Academic – Curriculum Society Interaction**

Curriculum is designed catering to regional, national and global basis as it goes along with NEP. MoUs are emphasized and promoted with higher end potential industries and organizations. Industrial/ laboratory visits expose the students to the current scenario of various disciplines. Internship programs for both UG and PG programs are taken up by students during vacation. Expert lectures are planned to motivate the students to understand the bond of their discipline with the society. Micro credentials are offered to all UG and PG students with the goal to make the students additionally skilled in their discipline apart from the curriculum. We are travelling towards Artificial Intelligence and Automation. The next target to be achieved lies on international accreditation cum transfer of the status of the college from Autonomy Deemed- to-be- University. As a part of examination reforms, sign language assessment to be undertaken in future. The appointment procedures and service rules are based on GO. NO.5 2018 and TN act No.2016.

### **Plan No.3**

#### **Non- Academic - Infrastructure**

New Blocks are constructed as per the entry of new UG and PG programs like B.Sc. microbiology, B.Sc. Visual Communication, M.C.A and M.B.A. To circumvent the needs of the student community restroom and waiting hall facilities for both men and women were increased in number. The classrooms were added on with LCD projectors in all UG and PG and research

department. Renovation of centenary auditorium, microbiology laboratory is a highlight to be marked. Controller's office block first floor is extended as centralized valuation hall. We are moving towards provision of separate blocks to each department with full-fledged classrooms, laboratories, libraries, seminar halls etc. Creation of barrier free campus and provision of lift facilities to be enhanced.

#### **Plan No.4**

#### **Non- Academic- Campus Life Extension**

Internet Broad Band connection is facilitated to all departments. Solid waste and liquid waste management is effectively implemented. The move towards environmental audit and energy audit is practically deployed. We are hiring branded software from conventional one.

The Governing Board, as the highest administrative body of the college, ensures the proper management of both Academic and Non-Academic affairs in accordance with norms set by the University Grants Commission (UGC). Its functions include making policy decisions based on notifications from Manonmaniam Sundaranar University or the UGC, framing and ratifying the annual budget, appointing Academic and Administrative positions, ratifying the introduction of new programs, reviewing admissions and student academic performance, concentrating on activating the placement cell, and working towards the progression of infrastructure facilities.

The Governing Board serves as the apex administrative authority of the college, responsible for overseeing both academic and non-academic affairs in alignment with norms established by the University Grants Commission (UGC). Its functions encompass:

1. Making policy decisions in response to notifications from Manonmaniam Sundaranar University or the UGC.
2. Formulating and endorsing the annual budget of the college.
3. Conducting appointments for academic and administrative positions within the institution.
4. Approving the introduction of new academic programs.
5. Reviewing the admissions processes of the college.
6. Assessing the academic performance of students enrolled in the college.
7. Focusing on activating and enhancing the effectiveness of the college's placement cell.
8. Directing efforts towards the advancement of infrastructure facilities within the college.

The Academic Council, as a pivotal body within the college's academic framework, is tasked with several key functions:

1. Initiating and deliberating on matters of academic significance, whether independently or in response to directives from the Governing Board or proposals from departments or faculties, and taking appropriate actions.
2. Scrutinizing and endorsing the curriculum and syllabi of all programs sanctioned by the Board of Studies.
3. Reviewing and modifying the examination scheme, as well as spearheading examination reforms to enhance effectiveness and fairness.
4. Proposing strategies to uphold the standards of examination procedures, ensuring integrity and reliability.
5. Highlighting the importance of placement opportunities for each academic program, fostering connections with industry and facilitating career prospects for students.
6. Compiling action taken reports from previous meetings, ensuring accountability and continuity in decision-making processes.

The Board of Studies plays a crucial role in shaping the academic curriculum and standards of the college. Its functions include:

1. Developing syllabi for various courses within specific programs, integrating the college's vision, stakeholder feedback, and guidelines from the National Education Policy (NEP).
2. Regularly reviewing and updating syllabi to reflect changes in academic trends, industry requirements, and educational best practices.
3. Introducing new courses of study as per the evolving needs and priorities of the field or discipline.
4. Evaluating and refining methods of continuous assessment to ensure fairness and effectiveness.
5. Recommending innovative teaching and evaluation techniques to enhance learning outcomes and student engagement.
6. Proposing a panel of examiners to ensure the smooth functioning and integrity of the examination system.
7. Contributing to the enrichment of academic programs by suggesting internships, industrial or laboratory visits, extension activities, research opportunities, and publications that align with departmental and college objectives.

The Internal Quality Assurance Cell (IQAC) serves as a pivotal body in ensuring and enhancing the quality of education and institutional processes within the college. Its functions encompass:

1. Planning, guiding, and monitoring quality assurance and enhancement activities throughout the college, aimed at achieving academic excellence.
2. Organizing faculty development programs and workshops for both teaching and non-teaching staff to enhance their skills and ensure quality in their respective roles and responsibilities.
3. Developing and establishing benchmarks for various academic and administrative activities within the college.
4. Facilitating coordination among all departments in the college by conducting student-centric programs and initiatives.
5. Focusing on compliance with quality assessment and accreditation frameworks such as NAAC (National Assessment and Accreditation Council), NIRF (National Institutional Ranking Framework), AISHE (All India Survey on Higher Education), AQAR (Annual Quality Assurance Report), and AAA (Academic and Administrative Audit).
6. Disseminating knowledge on various quality parameters to stakeholders, including faculty, staff, students, and external partners.
7. Serving as a driving force for initiating and implementing quality improvements in higher education institutions, thereby contributing to their overall development and success.

The Staff Council plays a vital role in facilitating communication, coordinating activities, and contributing to the overall functioning of the college. Its functions include:

1. Collecting and disseminating information regarding academic and non-academic matters to staff and the wider community, promoting awareness of college policies.
2. Discussing and deliberating on circulars and notices received from government agencies and the university.
3. Collaborating to prepare the academic calendar for the upcoming academic year, ensuring alignment with academic goals and requirements.
4. Nominating faculty members to serve on various committees within the college, ensuring representation and participation in decision-making processes.
5. Addressing disciplinary issues through discussions and, when necessary, referring matters to the discipline committee for investigation and report submission.
6. Planning and organizing common celebrations and events such as college day, graduation day, sports day, student's day, Christmas day, association and club inaugurations, and student council elections, fostering a sense of community and engagement among staff and students.
7. Serving as an advisory body to assist the principal in fulfilling academic and administrative duties, contributing to the realization of the college's vision, and facilitating effective communication among staff members.

The Finance Committee plays a critical role in ensuring the financial stability and accountability of the college. Its functions include:

1. Recommending the fixation or revision of fees and other charges payable by students to the college management, considering factors such as operating costs and affordability for students.
2. Verifying that necessary formalities have been followed in incurring expenses, ensuring compliance with financial regulations and policies.
3. Reviewing and approving bills submitted for payment, ensuring accuracy and legitimacy of expenditures.
4. Considering proposals for the enhancement of wages, allowances, or the engagement of temporary staff, weighing financial implications and feasibility.
5. Collaborating to prepare budget estimates related to grants received or receivable from funding bodies such as the University Grants Commission (UGC), as well as income from collected fees, to address challenges under the scheme of autonomy.
6. Reviewing audited accounts to ensure transparency and accuracy in financial reporting.
7. Developing an annual operating budget for the college, allocating resources strategically to support academic and operational needs.
8. Monitoring adherence to the annual budget, identifying and addressing any discrepancies or variances.
9. Presenting financial goals and proposals to the Governing Board for approval, ensuring alignment with the college's strategic objectives and financial sustainability.

The Planning & Evaluation Committee is instrumental in strategizing for the advancement of the college and ensuring continuous improvement in various aspects of its functioning. Its functions include:

1. Designing strategic and perspective plans aimed at fostering the upliftment and progression of the college, encompassing both academic and non-academic areas.
2. Evaluating the performance of staff through feedback mechanisms, providing insights for professional development and performance enhancement.
3. Providing feedback on the results of Academic and Administrative Audits (AAA) conducted by the Internal Quality Assurance Cell (IQAC), contributing to quality assurance and improvement efforts.
4. Collecting feedback on the curriculum from various stakeholders such as academic peers, teachers, students, alumni, and employers, gathering insights to enhance curriculum relevance and effectiveness.
5. Developing future plans based on collected feedback and evaluations, and preparing action taken reports to track progress and implementation of planned initiatives.

The Examination Committee plays a crucial role in ensuring the integrity and efficiency of the examination process within the college. Its functions include:

1. Overseeing all arrangements for the smooth conduct of examinations, both internal and external, including tasks such as question paper setting, timetable preparation, invigilation scheduling, evaluation, assessment, and result declaration.
2. Proposing and implementing examination reforms, subject to approval by the Academic Council, aimed at improving the effectiveness and fairness of the examination system.
3. Ensuring strict vigilance and implementing measures to prevent the use of unfair means by students and invigilators during examinations, maintaining the integrity of the examination process.
4. Investigating complaints regarding student malpractices in examination halls and taking disciplinary actions as necessary. Disciplinary actions taken by the Examination Committee are formally endorsed by the committee to ensure accountability and transparency in the process.

The Admission Committee plays a pivotal role in managing the admission process and ensuring that it aligns with the goals and policies of the college. Its functions include:

1. Assisting the college management in achieving maximum admissions to all programs offered by the college, thereby maximizing enrollment.
2. Formulating and implementing admission criteria to facilitate the intake of students into various programs, ensuring transparency and fairness in the admission process.
3. Addressing queries and providing guidance to parents and students, helping them navigate the admission process and choose suitable programs based on their interests and qualifications.
4. Conducting interviews with prospective students and verifying the authenticity of their original certificates/documents, ensuring compliance with admission requirements.
5. Compiling and maintaining a list of admitted students, and submitting it to the administrative office for record-keeping and further processing.
6. Announcing the registration dates for admission, ensuring timely communication of important deadlines, and preparing and publishing lists of admitted candidates in accordance with the reservation policy prescribed by the state government.

The Youth Welfare Committee plays a significant role in nurturing and showcasing the talents and leadership qualities of students. Its functions include:

1. Providing a platform for students to showcase and develop their talents and leadership qualities, fostering personal growth and self-expression.
2. Conducting training sessions and workshops to refine students' skills in literature and the arts, including areas such as creative writing, public speaking, theater, music, and visual arts.
3. Encouraging and facilitating student participation in events and competitions held at district and state levels, providing opportunities for students to gain exposure, network, and excel beyond the college campus.
4. Organizing annual talent shows or cultural events within the college, focusing on showcasing students' talents in various literary, theatrical, fine arts, music, and dance performances, fostering a vibrant and inclusive campus culture.

